



Administrative Policy and Procedures Manual

810 ASSIGNMENT AND USE CELLULAR TELEPHONES

POLICY

The Judicial Branch provides quality cellular telephone service at significant expense, for use by authorized Branch employees for official business. The Administrative Services Division is responsible for assignment and allocation of cellular telephones in order to ensure efficiency and appropriate use of the Branch's limited resources. The Materials Management Unit of the Administrative Services Division shall manage cellular telephone services for the Branch and determine the total number of cellular telephones available to the Branch subject to the availability of resources.

GENERAL INFORMATION

Cellular devices shall be assigned to an individual even though the equipment is assigned to a Judicial Fleet Vehicle or it is used by more than one person in an office. Responsibility for cellular equipment assigned to a Fleet vehicle rests with the supervisor of the assigned vehicle. Persons assigned cellular equipment shall be responsible for the assigned device at all times. Lost or stolen equipment must be reported to the Administrative Services Division Materials Management Unit immediately.

Limited personal use of cellular telephones is allowable. Excessive personal use of cellular services is prohibited. The State shall be [reimbursed](#) for all personal calls made from a cellular telephone assigned by the Judicial Branch Administrative Services Division. The Administrative Services Division Business Support Services Office shall provide cellular equipment assignees with usage reports for cellular services. Employees are responsible for personal calls and assignees are responsible for reporting all personal uses of the assigned equipment.

Excessive personal calls, incoming or outgoing, shall result in elimination of all personal calls on equipment issued to the specific assignee.

PROCEDURES

I. Cellular Telephones

Each assignee shall certify the accuracy of their reported use of cellular services and identify any non-business use of the assigned equipment. The cost of personal use of cellular services shall be reimbursed to the State through a check made payable to the

State. Checks shall be submitted with the certified bill to the Administrative Services Division Business Support Office. Rates payable for personal use are based on the rate charged to the Judicial Branch for the service level assigned to the user. A table of applicable rates for various user levels as maintained by Administrative Services Division Materials Management Unit is provided in [Exhibit B-7](#). Rate plans are assigned based on the Division's justification for the assignment of equipment. Assignees should always verify the service plan assigned.

Requests for cellular services, including pagers and telephones shall be made via requests to the Administrative Services Division Business Support Office. The Administrative Services Division may modify, defer or reject requests to procure cellular telephone equipment and or services in order to provide for the efficient and appropriate use of limited Branch resources.

Questions? – [Jeanne Pittman](#) - (860) 706-5215